Class Title: Computer Operator 1
Class Code: 002711

Examination Method

Minimum Qualifications Evaluation: Employment applications for Computer Operator 1 will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the test if they wish to be considered for currently posted position vacancies.**

Written Test: To be eligible for employment consideration, qualified applicants must attain a passing score on the written test for Computer Operator 1. The test takes approximately two (2) hours to complete.

Test Content Summary

The test for Computer Operator 1 consists of 60 multiple-choice questions organized into two test sections. The test sections have been designed to assess the basic abilities required to effectively perform computer operations work. Test sections are:

> **Applying Instructions to Generate a Response Code** - Questions assess an applicant's ability to apply a set of instructions to a group of letters and/or numbers in a simulated computer message to create a specific response code. (32 questions)

> **Reading Passages and Answering Questions About Conten**t - Questions assess an applicant's ability to learn specific components of the job through the reading of written materials. (28 questions)

Testing Location Information

Currently testing is conducted only at the Department of Human Resources office in Nashville.

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).